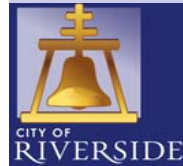




Incorporated into the City's charter by a public vote in 2004, the CPRC carries out a visible and critical role in ensuring the ongoing accountability of the City's Police Department to the residents it serves. The CPRC carries out the following key duties:

- Advise the Mayor and City Council on all police/community relations issues.
- Conduct public outreach to educate the community on the purpose of the Commission.
- Review and investigate citizen complaints against officers of the Riverside Police Department.
- Review and investigate the death of any individual arising out of or in connection with actions of a police officer, regardless of whether a complaint regarding such death has been filed.
- Conduct fact finding hearings related to ongoing investigations.
- Exercise the power of subpoena, as required, to conduct witness interviews and/or document reviews related to ongoing investigations.
- Present findings to the City Manager and Police Chief.
- Review and advise the Riverside Police Department in matters pertaining to police policies and practices.
- Prepare and submit an annual report to the Mayor and City Council on commission activities.

## APPLICATION AND SELECTION PROCESS



*An Equal Opportunity Employer*

Human Resources Department  
3780 Market St., Riverside, CA  
92501  
(951) 826-5922— Phone  
(951) 826-5943—Fax  
[www.riversideca.gov/human](http://www.riversideca.gov/human)

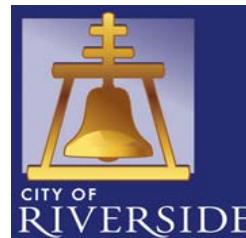
**Applications will be accepted until the position is filled.** To be considered, please submit an online application. Applications are available online at: [www.riversideca.gov/human](http://www.riversideca.gov/human). The submittal of a resume is highly desirable and can be e-mailed to [resumestohr@riversideca.gov](mailto:resumestohr@riversideca.gov).

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

*Our core values are integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork.*

## The City of Riverside Is Seeking An Experienced And Dynamic Professional To Serve As

## Community Police Review Manager (Non-Classified)



**Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.**

# THE POSITION



The City of Riverside is conducting a nationwide search to fulfill the duties of Community Police Review Manager. This recruitment is intentionally broad in scope, seeking interest from applicants who would provide services on either a full-time basis or part-time via a professional services contract. Reporting to the City Manager’s Office, the Community Police Review Manager provides the full range of professional support to the City Council appointees who comprise the

City’s Community Police Review Commission. This role is ideally suited to seasoned professionals who are committed to partnering with the City and Community to continue building upon positive relationships between Police and City residents.

# INFORMATION

The CPR Manager serves as the staff focal point for all matters associated with the functioning of the Community Police Review Commission. Whether filled by a full-time staff member or via a consultant contract, key duties include:

- Plan, coordinate and supervise staff work associated with meeting the CPRC’s mission under the City Charter.
- Coordinate the efforts of the Commission to ensure fulfillment of all statutory duties and responsibilities.
- In concert with and in support of Commission Members, conducts broad-based public outreach activities to effectively communicate the Commission’s role in helping build public accountability/confidence in the Riverside Police Department.
- Works in partnership with key City government stakeholders to include the Mayor, City Council, City Manager, Police Department, and City Attorney.
- Reviews and evaluates all complaints filed by citizens against individual police officers.
- Works effectively with Police officials who conduct separate investigations into matters related to police conduct; reviews all citizen complaint investigations conducted by the Police Department.
- Manages contracts for professional investigative services, assigning specific cases to investigators when necessary and monitoring the quality of work provided.
- Helps members of the public better understand the review and investigative processes conducted by the CPRC.
- Analyzes trends and key indicators and prepares reports for the Mayor, City Council and City Manager.
- Provides recommendations relating to elements of Police Department training programs as well as procedural revisions which may help improve police/community relations.
- Reviews existing procedures with an eye toward enhancements to the review process.
- Develops and administers the program budget.

# COMPENSATION

Services provided through a professional services contract will be compensated at a negotiated rate based upon key factors such as the provider’s expertise and time associated with performance of duties.

The annual salary range is **\$84,300—\$102,456**. Compensation provided to an individual hired in a full-time “at will” capacity will be dependent upon the qualifications and experience of the selected candidate.

The City provides an excellent array of benefits including the following:

- Retirement—The City is a member of the State of California Public Employee’s Retirement System (PERS) and provides employees with the 2.7% @ 55 formula.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary.
- Deferred Compensation—The City contributes up to \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes vacation, sick leave, bereavement leave and holiday benefits.

# EDUCATION AND EXPERIENCE

Bachelor’s Degree in Criminal Justice, Public Administration or a related field, and five years of experience in conducting investigations or administering the activities of a municipal police review commission (or an equivalent combination of education and experience).

Knowledge of local law enforcement policies, procedures and operations; regulations, rules and policies governing police conduct; fundamentals and techniques of criminal and/or administrative investigations; general laws and procedures relating to administrative/criminal investigations and release of public records; processes for developing and administering budgets; and supervisory principles and methods.

# WHAT WE’RE LOOKING FOR...

The ideal candidate or consultant will offer the following:

- A strong track record of excellent interpersonal skills and the ability to engage credibly with community members as well as City and Police officials.
- The ability to analyze and evaluate tangible and abstract data and draw sound conclusions.
- Extreme proficiency in synthesizing key case information and presenting case summaries which includes all relevant factual data.
- Extensive experience in conducting/reviewing complex criminal and/or administrative investigations and presenting findings.
- A sterling reputation as a credible, unbiased and professional investigator/administrator.